



P-12 Curriculum Council Leader Job Description

General Function:

- 1) Participate on the Curriculum Improvement Council (CIC) and attend monthly afterschool meetings.
- 2) Assist with the planning and facilitation of district professional development, curriculum articulation, implementation and support.
- 3) Champion district articulation and implementation efforts.
- 4) Communicate to P-12 Council members and other critical stakeholders regarding district and state curriculum initiatives, content-related professional development opportunities and other pertinent groups via email, newsletter, etc. and/or face-to-face via staff or department meetings, etc.
- 5) Be a second contact (after director of curriculum and instruction) for parents and teachers regarding curriculum questions and concerns.
- 6) Effectively use and be able to support district core curriculum and supplementary materials.
- 7) Support the universal, diagnostic, and summative assessments/interventions at the building level.

District Functions:

By agreement with the director of curriculum and instruction, P-12 Curriculum Council Leaders will assist with the planning and coordination of district content Wednesday professional development opportunities, engage in district curriculum alignment activities, support districtwide curriculum training activities, support school site curriculum leaders and participate on the district Curriculum Improvement Council in order to facilitate the continuous improvement of district content based curricula. P-12 Curriculum Council Leaders Coordinators will plan and facilitate P-12 Content Council meetings, facilitate key decision making responsibilities and coordinate bottom-up and top-down communication functions.

Interaction with Various Project Teams/Committees:

P-12 Curriculum Council Leaders will interact with various district committees and/or district departments. For example, the art P-12 Curriculum Council Leader may lead the P-12 art council meetings participate on LISA program councils, and other community arts councils. P-12 Curriculum Council Leaders may be involved in district systems alignment teams, Learning Services Advisory Council, and/or other groups that might benefit from their leadership and expertise.

District Board Meetings and other Community Event Nights:

Work with director of curriculum and instruction to participate in pertinent Board meetings and/or other community relations events to network and engage support from families and community members.